DOCUMENT RESUME

ED 335 492 CE 058 633

AUTHOR Pumphrey, Mark E.
TITLE South Carolina State Library's FY 1988 LSCA Title VI Final Performance Report.
INSTITUTION South Carolina State Library, Columbia.
SPONS AGENCY Office of Educational Research and Improvement (ED), Washington, DC.
PUB DATE 89
CONTRACT RI67A80265
NOTE 18p.
PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Adult Basic Education; *Adult Literacy; Library Development; *Library Extension; *Library Role; *Literacy Education; Postsecondary Education; *Program Effectiveness; Program Implementation; *State Libraries; State Programs
IDENTIFIERS Laubach Literacy Action; Literacy Volunteers of America Inc; *South Carolina State Library

ABSTRACT

This report documents the progress made by the South Carolina State Library in providing volunteer programs and services for illiterate adults, promoting the cooperative development and planning of literacy services throughout the state, and assisting local literacy programs with tutor training, program development, management, and recordkeeping during 1988. Activities carried out by the library included the following: (1) conducting an employability skills workshop for adult new readers that could be replicated by other libraries; (2) giving a program management series including Laubach Literacy Action and Literacy Volunteers of America programs to board members of six local literacy councils; (3) facilitating and coordinating Laubach Literacy Action tutoring training workshops throughout the state; (4) assisting in setting up English-as-a-Second-Language workshops; (5) training and certifying 10 tutors and trainers in the Literacy Volunteers of America Basic Tutor Training and Workshop Leader Training programs; and (6) training staff in using the LITMAS software package at various libraries/literacy councils. Evaluation of the project showed that the majority of the goals and objectives set were carried out successfully, though some reached only a small proportion of the literacy providers in the state. The activities provided needed services to local volunteer literacy councils. (The agreement for professional services between the South Carolina State Library and the South Carolina Literacy Association is appended to this report.) (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

PART I: GENERAL INFORMATION

1. Name and address of organization receiving grant.

   South Carolina State Library
   1500 Senate Street
   Post Office Box 11469
   Columbia, South Carolina 29211

2. Name and telephone number of person preparing this report.

   Mark E. Pumphrey
   (803) 734-8666

3. Grant Number (R167A80265)

4. Grant amount and the actual amount expended. REPORT ON FEDERAL LSCA TITLE VI FUNDS ONLY.

   Grant amount: $25,000.00

   Actual Amount Expended: $25,000.00

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ED 258633

BEST COPY AVAILABLE

PART II: NARRATIVE REPORT

Comparison of actual accomplishments with the goals and objectives set forth in the approved application. Major changes or revisions in the program with respect to approved activities, staffing, and budgeting, including unspent funds.

Project Goal: To provide in-service training of librarians and volunteers to carry out public library literacy programs.

The South Carolina State Library contracted with the South Carolina Literacy Association to strengthen technical assistance services to local community-based literacy programs by public libraries. These services focused on development of library literacy council boards, in-service training at public libraries in the management of community-based literacy programs, and on the training of volunteer tutors.

Partnership with the South Carolina Department of Education Office of Adult Education and its community adult basic education centers, the Department of Social Services and the Department of Corrections was also nurtured through cooperative in-service training at local public libraries.

The contract with the South Carolina Literacy Association involved the employment of a full-time State Literacy Training Director who worked with training staffs and boards across the state. In addition to increasing the number of trained literacy tutors (Laubach Way To Reading) and English to Speakers of Other Languages (ESOL) tutors, the Training Director developed and implemented an in-service training program at public libraries.

Also, the South Carolina Literacy Association worked with 10 established library sites to meet the following criteria, (1) implementation of a uniform method of management and record keeping (2) provision of special in-service training programs in which library and literacy staff and council board members were encouraged to participate.

Objective: To train people at the 10 sites in literacy program management and in the use of LITMAS, a uniform record and program management system.

A survey conducted in the first quarter year of the project revealed that of the fifteen literacy councils who were trained in the use of LITMAS in 1987, five of the sites were currently using LITMAS, with three of those requesting additional training.

The survey and telephone follow-up also revealed that:

- 1 literacy council used LITMAS and found it to be effective (that council is currently not using the program)
- 2 councils did not respond
- 2 councils expressed interest in training but had no time to use the program
- 4 councils were not using LITMAS because they either had no computer or had one that was not compatible
- 4 councils were not using LITMAS (2 of those returned the program, 1 was given to another council)
- 2 councils requested training with LITMAS

It was decided that the best way to offer further training in using the LITMAS software package was to travel to each site that asked for help. In that way, individual problems could be identified and solved.

The two councils who requested further training with LITMAS received it. One of those is not using it presently however.

The intention of the South Carolina State Library was to implement a computerized system of collecting and maintaining students records and data on literacy programs to obtain consistent data on literacy programs in the State. Laubach Literacy International had touted its new LITMAS as being capable of doing just that. In actuality, though, the program did not live up to its publicity. As one literacy council director who chose not to use the program said, LITMAS is really just a template. Other directors of the larger councils in the state criticized the program for not doing all that they wanted it to do, and soon went back to their in-house programs, which collected more of the information they needed than did LITMAS. However, for smaller councils, LITMAS could still enhance record keeping if implemented in the sites where it was provided. Though not a part of current Title VI project goals, technical assistance to literacy councils who received the program will be ongoing.

Objective: To arrange for the training of librarians and volunteers to carry out library literacy programs.

The training for librarians was designed and carried out independently of the training provided for literacy councils, due to workshop size restrictions. Literacy councils were included if they represented their local libraries; however librarians were always included in all other training that the grant offered. It was decided that the literacy training for librarians would be led by a person well known in the field. Helen H. Lyman was our first choice. She conducted a workshop in Columbia on May 5, 1989, "Library Resources and Responsibilities

for Adult New Readers". It attracted 41 librarians and library representatives, and was considered to be worthwhile by over 80% of the participants who completed a written evaluation. When asked to submit a goal involving literacy before the workshop's end, many stated that they planned to contact their local council to begin or renew cooperation (a South Carolina Literacy Association directory of South Carolina literacy providers was included in their handouts) .

Objective: To facilitate and coordinate the 10-12 hour training of volunteer tutors and tutor trainers.

Facilitation and coordination of Laubach Literacy Action Basic Tutor Training workshops was carried out in conjunction with the South Carolina Literacy Association's Field Consultant by the State Literacy Training Director, since this training is an ongoing project of the Literacy Association. The State Literacy Training Director was registered as an Apprentice Tutor Trainer with LLA early in the grant year, and directly participated in eight Laubach Way To Reading Workshops as a trainer. In addition, she assisted in the planning and execution of two statewide Apprentice Tutor Training workshops and three regional Trainer Update meetings.

Objective: To facilitate and coordinate the ESOL (English to Speakers of Languages) training for volunteer tutors and tutor trainers.

Requests for ESOL training from the local literacy councils that the South Carolina Literacy Association serves was light; however, a greater need for tutors for internationals began to emerge toward the end of the grant year. The Florence Area Literacy Association and the Trident Literacy Association asked for assistance in setting up ESOL Tutor Training workshops and two other ESOL workshops were being planned by the end of the grant year. In addition to coordinating the ESOL training, the State Literacy Training Director became certified as a Laubach Way to English tutor and participated in training with the Southern Baptist Literacy Missions for Conversational English.

Objective: To conduct a Literacy Volunteer of America training program (15 hour program) for tutors from 20 local sites.

In our survey, eighteen literacy providers responded that they were interested in Literacy Volunteers of America training. The teaching methods advocated by LVA are

considered to be student centered. That is, the emphasis is on the student, and his or her previous experiences are used as a basis for the continuation of learning. This has proven to be an excellent adjunct for the Laubach method, which is tutor centered. Yet interest in LVA Basic Tutor and Workshop Leader Training was low and only 10 tutors and trainers were certified. Those, however, had positive responses and seemed to benefit from the participant interaction that a small workshop allows. When asked to rate the workshop as a learning experience, all participants gave the response of "definitely worthwhile."

Objective: To develop and implement a 5-7 hour training program to improve the employability skills of newly literate adults.

In our survey, 35 respondents were interested in receiving training to improve employability skills for new readers. A training program to improve the employability skills of adult new readers was conducted on September 20, 1989. The state's Director of Work Support for the Department of Social Services presented an overview of the 60 hour training session given to DSS clients. Also, a Catholic nun who does employability skills training to residents of the state's correctional facilities gave a demonstration of motivational methods used in the teaching of employability skills. And, a Program Coordinator for the SC Employment Security Commission, Manpower Training Section, presented a session on job search skills. This training was developed for the Job Training Partnership Act. Also, a display and discussion of a variety of materials, requested from publishers and producers for use at this workshop, was conducted. Displayed were materials designed especially for beginning readers, including videotapes, books, workbooks and audiotapes.

Objective: To implement a three-part training program on Board Development, Community Relations and Resource Development.

Fifteen respondents to our survey wanted to schedule a workshop for Board Development, nineteen for Community Relations, and fifteen for Resource Development. The training package chosen for completion of this objective was a video-based program, created jointly by Laubach Literacy Action and Literacy Volunteers of America, called the Program Management Series. The program was given successfully to the board members of six local councils. McCormick County Literacy Association, Trident Literacy Association, Florence Area Literacy Association, York County Literacy Association, Greater Columbia Literacy Association and Laurens County Literacy Council each participated in a Board Development workshop. No Community Relations or Resource Development workshops had been scheduled

by the end of the grant year; however, publicizing and facilitating these workshops is planned to continue at the South Carolina Literacy Association.

CONTRACTUAL AGREEMENTS NOT INCLUDED IN APPLICATION:

In addition to the objectives above, which were part of the approved application, the contract (attached) between the South Carolina State Library and the South Carolina Literacy Association contained certain requirements for the effective implementation of the project.

Clause 1. G. To furnish monthly statistical and narrative reports on activities and a final report within 45 days of the fourth payment which includes progress made, activities, problems encountered, changes that altered the project, names of organizations and agencies involved, and plans for continuation of the activities. The final report (attached) was delivered to the Project Director for the State Library by the Director of State Literacy Training in a timely fashion. Weekly and monthly reports were also provided consistently throughout the year.

Clauses 2 and 3. The South Carolina State Library agrees to pay the South Carolina Literacy Association...twenty-five thousand dollars...made in four installments: Six thousand two hundred fifty ($6,250) dollars in October, January, April and July. This was done as stipulated in the contract. The budget provided for the State Literacy Training Director's salary and fringe benefits ($21,500) and for teaching materials ($3,000) and consumable supplies ($500).

Clause 4. The Contract Administrator approved all payments. There were no changes in the scope of the contract (or of the goal or objectives of the approved application) which required approval by the South Carolina State Library.

Clause 5. No key personnel were substituted for those noted in the approved application during the grant year.

Clause 6. None of the work of this project was subcontracted, and therefore approval of the Contract Administrator was not required.

Clause 7. The project's goal and all objectives were completed by September 30, 1989. The Director of State Literacy Training requested and received approval to spend the first quarter of the grant year for study of literacy books, audiovisuals and other materials, for attendance at training seminars, and for planning of literacy training programs. The scheduling of the various workshops was

spaced out over the grant year so that each workshop could receive the Director's complete attention.

Clauses 8 and 9. The South Carolina Literacy Association fulfilled its contractual obligations throughout the year.

Clause 10. The scope of the project was not changed during the grant year.

Clause 11. Bankruptcy and insolvency did not occur, though the South Carolina Literacy Association faced a troubled financial picture during the grant year.

Clause 12. The South Carolina Literacy Association did not assign or transfer any interest in the contractual agreement.

Clause 13. Copyright for project-related materials was not sought by the South Carolina Literacy Association.

Clause 14. The place of the contract did not change.

Clause 15. Audits were made by the South Carolina Literacy Association of project-related funds as part of its annual audit. To date, a copy of the audit has not been provided to the South Carolina State Library.

Clause 16. The contract was governed by the laws of the state.

Clause 17. As a private, non-profit organization, the South Carolina Literacy Association employed the Director of State Literacy Training.

Clause 18. Equal employment opportunity and affirmative action provisions were made during the advertising and interviewing phases of the project.

Clause 19. Sick and annual leave benefits were not provided by the state of South Carolina to the Director of State Literacy Training.

SUMMARY

In conclusion, the goal and the majority of the objectives set for the project were carried out with success, though some to a small proportion of the literacy service providers in the state. The objectives were proven to be worthwhile through the methods of evaluation used, with the exception of further training for LITMAS and for Community Relations and Resource Development components of the literacy board training. Training for LITMAS is still needed on an individual basis to encourage its use. Councils who are willing to give up an unused program may provide an opportunity for others to gain the advantage of computerized recordkeeping. Utilization of that program will probably continue to shift with the personnel at each sit.

The Library Literacy Workshop, Board Development Workshops, Laubach Way to Reading training, Laubach Way to English training and Literacy Volunteers of America training all provided needed and necessary services to local volunteer literacy councils and libraries. South Carolina's adult new readers will benefit from the continued offering of such training through the cooperative efforts of the South Carolina State Library, the South Carolina Literacy Association, and other statewide literacy service providers.

South Carolina
Literacy Association

August 14, 1989

TO: Mark Pumphrey, Literacy Consultant
S.C. State Library
Post Office Box 11469
Columbia, South Carolina 29211

From: Vicki Bunnell, Library Literacy Project Director

Re: Final Report, LSCA Title VI Grant

OFFICERS
P. Malcolm Smurthwaite
President
Robert MacInnes
Vice President
Lucille O. Walter
Secretary
James C. Johnson
Treasurer

DIRECTORS
Steve Brandt
Mike Daniel
Mary Gene Hayes
Milton Hunter, Ph.D.
Melvin J. Kay, Colonel
Leonard V. Kosinski, Ph.D.
June Licata
John W. Matthews, Jr.
Sarah McMaster
Dwight V. Neese
Jim Olsen, Ph.D.

EX-OFFICIO
Gail Quick

STAFF
Joan E. Harris
Executive Director

The project goals for the Library Literacy Project were to assist public libraries in providing volunteer programs and services for illiterate and functionally illiterate adults; to promote the cooperative development and planning of literacy services throughout the state; and to assist local literacy programs with tutor training, program development, management and record keeping.

The objectives for these goals involved:

- arranging for training of librarians and volunteers to carry out library literacy programs, including selecting and using appropriate library materials for illiterate and functionally illiterate adults
- furnishing monthly statistical and narrative reports on activities and a final report within 45 days of the final payment
- developing and implementing a 5-7 hour training program to improve employability of newly literate adults
- implementing a three-part program of Literacy Board Development, Community Relations and Resource Development
- facilitating and coordinating the 10-12 hour training of volunteer tutors and tutor trainers
- facilitating and coordinating English to Speakers of Other Languages (ESOL) training for volunteer tutors and tutor trainers
- conducting a 15 hour Literacy Volunteers of America (LVA) training program for tutors and tutor trainers from 20 local sites
- implementing seminars at 10 local literacy councils in program management using LITMAS, a record management software package

1323 Pendleton Street P.O. Box 2014 Columbia, South Carolina 29202 (803) 256-0550

Methods for achieving these goals and objectives were agreed upon and a survey was designed and sent out to determine who would be interested in participating. Literacy council presidents and staff, adult education coordinators and Laubach Literacy tutor trainers all received the survey in October.

Response to the survey was slow; only 22 out of over 200 were returned by November 30. A second mailing was sent to all councils with a personal request to have the surveys returned. A final tally later in the year yielded these responses out of 46 returns (some councils had more than one response):

- 5 were currently using LITMAS with 3 of those requesting additional training
- 18 responded that they were interested in Literacy Volunteers of America training
- 35 were interested in receiving training to improve employability skills of new readers
- 15 wanted to schedule a workshop for Board Development, 19 for Communtiy Relations and 15 for Resource Development

The training for librarians was designed and carried out independently of the training provided for literacy councils, due to workshop size restrictions. Literacy councils were included if they represented their local libraries; however librarians were always included in all other training that the grant offered.

All respondents of the survey were sent additional information in the areas requested, or telephoned in order to schedule workshops or both. By early February all requests for training had been answered and several workshops were scheduled.

Library Literacy Workshop

It was decided that the literacy training for librarians would be led by a person well known in the field. Helen H. Lyman was our first choice, and available to come to Columbia for a workshop on May 5, 1989. "Library Resources and Responsibilities for Adult New Readers" attracted 41 librarians and library representatives, and was considered to be worthwhile by over 80% of the participants who completed a written evaluation. When asked to submit a goal involving literacy before the workshop's end, many stated that they planned to contact their local council to begin or renew cooperation (an SCLA directory of South Carolina literacy providers was included in their handouts).

Reports

To satisfy the objective for reports to the State Library, brief weekly reports were submitted throughout the project, as well as the monthly reports required.

Employability Skills Workshop

A training program to improve the employability skills of adult new readers is planned, and will be carried out on September 20, 1989. Mary Francis Peyton, Director of Work Support for the South Carolina Department of Social Services, has agreed to present an overview of the 60 hour training session given to DSS clients. Also planned is presentation of materials designed especially for beginning readers, including video tapes, books, workbooks and audio tapes. A representative from the South Carolina Employment Security Commission will demonstrate the training developed for the Job Training Partnership Act.

Program Management Series

The video-based program, created jointly by Laubach Literacy Action and Literacy Volunteers of America, was given successfully to the board members of 6 local councils. McCormick County Literacy Association, Trident Literacy Association, Florence Area Literacy Association, York County Literacy Association, Greater Columbia Literacy Association and Laurens County Literacy Council each participated in a Board Development workshop. No Community Relations or Resource Development workshops have been scheduled at this time; however publicizing and facilitating these workshops would be an excellent continuation of this project.

Laubach Basic Tutor Training

Facilitation and coordination of LLA Basic Tutor Training workshops is an ongoing project of the South Carolina Literacy Association. Therefore, this objective of the Title VI grant was carried out in conjunction with Vera Hall, SCLA Field Consultant. In order to carry out this objective, I was registered as an Apprentice Tutor Trainer with LLA and directly participated in 8 Laubach Way to Reading workshops as a trainer. In addition, I assisted in the planning and execution of 2 statewide Apprentice Tutor Training workshops and 3 regional Trainer Update meetings.

Laubach English to Speakers of Other Languages Tutor Training

Requests for ESOL training from the local literacy councils that SCLA serves has been light; however a greater need for tutors for internationals has begun to surface. The Florence Area Literacy Association and the Trident Literacy Association asked for assistance in setting up ESOL Tutor Training workshops and 2 others are being planned. In addition to coordinating the training, I also became certified as a Laubach Way to English tutor and participated in training with the Southern Baptist Literacy Missions for Conversational English.

Literacy Volunteers of America Basic Tutor Training and Workshop Leader Training

The teaching methods advocated by LVA are considered to be student centered. That is, the emphasis is on the student, and his or her previous experiences are used as a basis for the continuation of learning. This has proven to be an excellent adjunct for the Laubach method, which is tutor centered. Yet interest in LVA Basic Tutor and Workshop Leader Training was low and only 10 tutors and trainers were certified. Those, however, had positive responses and seemed to benefit from the participant interaction that a small workshop allows. When asked to rate the workshop as a learning experience, all participants gave the response of "definitely worthwhile".

LITMAS One-on-One Training

It was decided that the best way to offer further training in using the LITMAS software package was to travel to each site that asked for help. In that way, individual problems could be identified and solved. Of the 15 councils that received LITMAS in 1987, the survey and telephone follow-up revealed:

- 1 literacy council used LITMAS and found it to be effective (that council is currently not using the program)
- 2 councils did not respond
- 2 councils expressed interest in training but had no time to use the program
- 4 councils were not using LITMAS because they either had no computer or had one that was not compatible

- 2 councils requested and received training with LITMAS (1 of those is not using it presently)

- 4 councils were not using LITMAS (2 of those returned the program, 1 was given to another council)

Summary

In analysis, the majority of the goals and objectives set for the project were carried out with success, though some to a small proportion of the literacy providers in the state. The objectives were proven to be worthwhile through the methods of evaluation used, with the exceptions of the Employability Skills Workshop (which has not yet been given) and further training for those who have the LITMAS software. Training for LITMAS is still needed on an individual basis to encourage its use. Councils who are willing to give up an unused program may provide an opportunity for others to gain the advantage of computerized record keeping. Utilization of that program will probably continue to shift with the personnel at each site.

The Library Literacy Workshop, Board Development Workshops, Laubach Way to Reading training, Laubach Way to English training and Literacy Volunteers of America training all provided needed and necessary services to local volunteer literacy councils. South Carolina's adult new readers would benefit by the continued offering of such training.

AGREEMENT FOR PROFESSIONAL SERVICES

BETWEEN

THE SOUTH CAROLINA STATE LIBRARY

AND

THE SOUTH CAROLINA LITERACY ASSOCIATION

THIS AGREEMENT, made and entered into this 26th day of Sept. 1984, by and between the South Carolina State Library and the South Carolina Literacy Association

W I T N E S S E T H

WHEREAS, the South Carolina State Library desires to enter into a contract with the South Carolina Literacy Association to develop and implement a comprehensive in-service training program for community literacy program development, local literacy program staff development, volunteer training, training in volunteer program management and logistical support;

NOW, THEREFORE, for and in consideration of the mutual promises to each other, as hereinafter set forth, the parties hereto do mutually agree as follows:

1. The South Carolina Literacy Association hereby agrees to perform in a manner satisfactory to South Carolina State Library technical and professional services as outlined below:

   A. To arrange for the training of librarians and volunteers to carry out library literacy programs and in the use of appropriate library materials for illiterate and functionally illiterate adults.

   B. To facilitate and coordinate the 10-12 hour training of volunteer tutors and tutor trainers.

   C. To facilitate and coordinate the ESOL (English to Speakers of Other Languages) training for volunteer tutors and tutor trainers.

   D. To conduct a 15 hour Literacy Volunteers of America training program for tutors from 20 local sites.

   E. To develop and implement a 5-7 hour training program to improve employability skills of newly literate adults.

   F. To implement a three-part program on Literacy Board Development, Community Relations, and Resource Development.

   G. To furnish monthly statistical and narrative reports on activities and a final report within 45 days of fourth payment which includes progress made, activities, problems encountered, changes that altered the project, names of organizations and agencies involved, and plans for continuation of the activities.

2. The South Carolina State Library agrees to pay the South Carolina Literacy Association, total sum not to exceed twenty-five thousand ($25,000) dollars, said sum to be full and complete compensation for services to be rendered under this agreement.

3. The payment set forth in paragraph 2 will be made in four installments: Six thousand two hundred fifty ($6,250) dollars in October, January, April, and July.

4. Mark Pumphrey, Institutional Library Consultant, designated as Contract Administrator for the South Carolina State Library shall approve all payments. Any changes in the scope of the contract shall not be effective until they have been approved by the South Carolina State Library.

5. The South Carolina Literacy Association shall not substitute key personnel assigned to the performance of this contract without prior approval by the South Carolina State Library. The following individual is designated key personnel for purposes of this contract: Joan Harris.

6. None of the work to be performed under this contract which involves the specialized skill or expertise of the South Carolina Literacy Association shall be subcontracted without prior approval of the Contract Administrator.

7. The services of the South Carolina Literacy Association are to commence on the 1st day of October, 1988, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of this agreement, but in any event, all of the services required hereunder shall be completed by September 30, 1989.

8. If, through any cause, the South Carolina Literacy Association shall fail to fulfill in a timely and proper manner the obligations under this agreement, the South Carolina State Library shall thereupon have the right to terminate this contract by giving written notice to the South Carolina Literacy Association of such termination and specifying the reason thereof and the effective date thereof. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the South Carolina Literacy Association shall, at the option of the South Carolina State Library, become it's property, and the South Carolina Literacy Association shall be entitled to receive just and equitable compensation for any satisfactory work completed. The South Carolina Literacy Association shall not be relieved of liability to the South Carolina State Library for damages sustained by the South Carolina State Library by virtue of any breach of this agreement, and the South Carolina State Library may withhold payment to the South Carolina Literacy Association for the purpose of set off until such time as the exact amount of damages due the South Carolina State Library from such breach can be determined.

9. The South Carolina State Library may terminate this agreement at any time by notice in writing to the South Carolina Literacy Association. In that event, all finished or unfinished documents and other materials shall, at the option of the South Carolina State Library, become its property. If the contract is terminated by the South Carolina State Library as provided herein, the South Carolina Literacy Association will be paid in an amount

which bears the same ratio to the total compensation as the services actually performed bear to the total services of the South Carolina Literacy Association covered by this agreement, or for each full day of services performed, less payment of compensation previously made. The South Carolina Literacy Association shall repay to the South Carolina State Library any compensation received which is in excess of the payment to which entitled herein.

10. The South Carolina State Library may, from time to time, request changes in the scope of the services of the South Carolina Literacy Association to be performed under this agreement. Such changes, including any increase or decrease in the amount of the South Carolina Literacy Association compensation, which are mutually agreed upon by and between the South Carolina Literacy Association and the South Carolina State Library, shall be incorporated in written amendments to this contract.

11. The filing of a petition of bankruptcy or insolvency by or against the South Carolina Literacy Association shall terminate this agreement.

12. The South Carolina Literacy Association shall not assign or transfer any interest in this agreement.

13. No reports, maps or other documents produced in whole or in part under this agreement shall be the subject of an application for copyright by or on behalf of the South Carolina Literacy Association.

14. It is agreed between the parties hereto that the place of this contract, its status and forum, shall be Richland County, South Carolina, whether sounding in contract or tort relating to the validity, construction, interpretation and enforcement of this agreement, be determined.

15. The South Carolina Literacy Association agrees to maintain records of funds in such a way that it will be possible for an auditor to verify receipt and expenditure of funds, to have the financial records of the South Carolina Literacy Association audited annually, and to furnish a copy of the audit(s) to the South Carolina State Library.

16. This contract shall be governed by the laws of the State of SOUTH CAROLINA.

17. The South Carolina Literacy Association represents that it will secure at its own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of the South Carolina State Library or the state of South Carolina.

18. In all hiring or employment made possible by or resulting from this contract, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, handicap, age, religion, sex, or national origin, and (2) where applicable, affirmative action will

be taken to ensure that the South Carolina Library Association's employees are treated during employment without regard to their race, color, handicap, age, religion, sex, or national origin. This requirement shall apply, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, color, handicap, age, religion, sex, or national origin.

19. It is expressly agreed and understood between the parties entering into this personal services contract that the South Carolina Literacy Association, acting as an independent agent, shall not receive any sick or annual leave benefits from the State of SOUTH CAROLINA.

IN WITNESS THEREOF, the South Carolina Literacy Association and the South Carolina State Library have executed this agreement in duplicate, one of which is retained by each of the parties, the day and year first above written and noted below.

IN WITNESS WHEREOF:

ATTEST:

Betty D Conley

9/28/88

SOUTH CAROLINA STATE LIBRARY

Betty E. Callahan

9/28/88

Date

Martha McLeod

9/26/88

SOUTH CAROLINA LITERACY ASSOCIATION

Joan E Harris

Sept. 26, 1988

Date